

Returning an eRequisition

An approver may return an eRequisition only if the approver is listed as a required approver in the approval flow of the request. After an eRequisition is returned, the status will change from **'Submitted'** to **'Returned'**. The original requestor will receive an email notification indicating the eRequisition has been returned. The requestor must withdraw the request to make the necessary changes.

An approver may return eRequisition directly from the Approval Requests page or from the Summary page while viewing the eRequisition details.

The screenshot shows the NC E-Procurement system interface. On the left is a 'To Do' menu with the following items and counts:

Item	Count
Approve Requests	0
Watch Requests	0

Below this are sections for 'Status' (Composing: 0, Submitted: 0, Approved: 1, Returned: 0), 'Create', 'Explore' (System Searches, Catalogs, Folders), 'Report' (Standard Reports), 'Receive' (Purchase Orders), 'Reconcile', and 'Debug Info'. The 'Approve Requests' link is circled in red. A yellow callout box points to the 'Approve' link in the 'Swoosh' diagram and contains the following text:

Approvers can access the list of eRequisitions to review in two ways: 1) The **'Approve Requests'** link under **To Do** on the Shortcut Menu or 2) The **'Approve'** link from the Swoosh.

The 'Swoosh' diagram shows a flow from 'Create' to 'Status' to 'Approve' to 'Receive'. The 'Approve' link is highlighted with a red arrow. Below the diagram are sections for 'E-Procurement Resources' (View Term Contract, User Profile Updates, Change Requests, Customer Service), 'Purchasing Sites of Interest' (Purchase & Contract, IT Procurement, Vendor Link, HUB Office, Registered Vendor Search, Punchout Catalog Availability), and 'State Sites of Interest' (Governor's Page, NC @ Your Service Portal).

1. Click the **'Approve Requests'** link from the Shortcut Menu.

Approve Requests

You are included in the approval flow for these requests, and you are required to approve or return them. To review a summary of a request before taking action, click the request's ID or title.

[How To](#)

You have 15 requests awaiting your approval.

You are included in the approval flow for these requests, and you are required to approve or return them. To review a summary of a request before taking action, click the request's ID or title.

[How To](#)

Request ID	Date	Requestor	Status	Amount
PR82A211	Thu, 15 Sep, 2005	CORR Requestor 01	Submitted	\$10.00USD
PR82A181	Wed, 14 Sep, 2005	CORR Requestor 01	Submitted	\$0.00USD
PR82A104	Fri, 9 Sep, 2005	CORR Requestor 01	Submitted	\$0.00USD
PRTEST1000127	Mon, 29 Aug, 2005	CORR Requestor 01	Pending	\$0.00USD

[Cancel Test](#) [test of the sql failure](#)

[Approve](#) [Return](#) Move to Folder: [Archive Items](#) [Move](#)

- To return an eRequisition **without reviewing the request**, place a checkmark in the checkbox next to the eRequisition and click the **'Return'** button.

Return - Comments

Enter a comment explaining why you are returning the request; other users will see your comments. To move returned items out of your To Do list, archive the document to the default Archive Items folder or select another folder. See the online help for information about the partition to which the document can be archived.

[How To](#)

You chose to return PR82A162.

Comments:

Selecting the checkbox will send comments to your integrated backend system and place them on the purchase order.

☐ include comment and/or attachments on purchase orders

☒ Archive item(s) to folder: [Archive Items](#)

[OK](#) [Cancel](#)

- Enter comments, if desired and click the **'OK'** button.

Note: Requests that have been returned will automatically be moved to the Archive Items folder, unless another folder is selected during the return process. To select another folder, use the dropdown box located beside the **'Archive item(s) to folder:'** field.

- Return to the Home Page. Click the **'Home'** button.

Approve Requests

You are included in the approval flow for these requests, and you are required to approve or return them. To review a summary of a request before taking action, click the request's ID or title.

[How To](#)

You have 15 requests awaiting your approval.

Type	ID	Date Submitted	Requester	Status	Title	Total
	PR82A279	Today, 2:32 PM	CORR Requestor 01	Submitted	Approve Requisition	\$19.95USD
	PR82A211	Thu, 15 Sep, 2005	CORR Requestor 01	Submitted	Cancel Test	\$10.00USD
	PR82A181	Wed, 14 Sep, 2005	CORR Requestor 01	Submitted	test of the sql failure	\$0.00USD
	PR82A104	Fri, 9 Sep, 2005	CORR Requestor 01	Submitted	Untitled eRequisition	\$0.00USD
	PRTEST1000127	Mon, 29 Aug, 2005	CORR Requestor 01	Pending	Test of the payment basis	\$0.00USD

[Approve](#) [Return](#) Move to Folder: [Archive Items](#) [Move](#)

- To review the eRequisition details **before returning the request**, click on the eRequisition ID or eRequisition title.

Approval Summary

Review the request and then approve, return, or edit it. To view request details, click the request ID. To review other pending requests, select a specific request from the pull-down list, or click an arrow to display the previous or next request.

[How To](#)

Request: [PR82A211](#) of 11

CORR Requestor 01 : \$10.00USD
[PR82A211 : Cancel Test](#)

[Hide Details](#)

No.	Type	Description	Qty	Unit	Price	Tax	Other	Amount
1		Enter a description for this item.	1	each	\$10.00USD	\$0.00USD	\$0.00USD	\$10.00USD

HUB
Contract ID:
Supplier: [JCN Technologies](#)
Location: [JCN Location 3](#)
Company: 4201
Account: 4201533190
Center: 4201131012005

[Approve](#) [Return](#)

Approval Flow

Legend: Pending Active Approved Denied Watcher

PR82A211 CORR Approver 11 CORR Purchasing Agent Approved

- Review eRequisition line item information.

- Click the 'Return' button.